

## **REQUEST FOR INFORMATION**

### **1. OBJECTIVE**

The United States Agency for International Development's Mission to Bangladesh (USAID/Bangladesh) is contemplating a project to be implemented by a Bangladeshi institution that will work in the areas of public policy analysis, monitoring and evaluation and economic development research. To that end, USAID/Bangladesh is conducting a market survey to determine interest, technical and managerial capability of Bangladeshi organizations to implement the project. The responses received as a result of this Request for Information (RFI) will form the basis for USAID's market survey.

### **2. ELIGIBLE ORGANIZATIONS**

Non-governmental, for-profit and non-profit Bangladeshi economic and/or social research organizations, including universities.

### **3. FINAL DATE TO SUBMIT RESPONSE**

March 26, 2006. Responses received after March 26, 2006 may be excluded from consideration in USAID's market survey. If USAID determines that there is sufficient interest and capability to implement the project, then USAID anticipates issuing a competitive Request for Applications (RFA) to be limited to Bangladeshi organizations. Organizations that do not respond to this RFI will not be prohibited from submitting an application for the RFA; however, lack of submission against this RFI may result in a determination that the interest and capabilities do not exist in Bangladesh and USAID will not issue an RFA.

### **4. SUBMISSION INSTRUCTIONS**

Response for the information requested must be in English using format as described in the Section # 6 of this RFI. Once completed, responses must be sent to the following e-mail address:

**EGFERfiDhaka@usaid.gov**

### **5. EXPERIENCE/CAPABILITIES**

- 5.1. USAID/Bangladesh is interested in the following information about your organization:
  - a. Past experience in conducting public policy analysis, monitoring and evaluation of development projects and economic development research,
  - b. Number and qualification of full-time staff,
  - c. Professional linkages with regional, US and/or European universities and/or research agencies.
- 5.2. USAID/Bangladesh is interested to learn of your experience and accomplishments in the following categories:

- a. economic development research
- b. identifying impediments to economic growth
- c. labor market and workforce analysis
- d. poverty analysis
- e. corporate social responsibility training
- f. gender and youth development research
- g. public policy reform facilitation
- h. issues pertaining to regional and international trade

## **6. INFORMATION REQUESTED:**

*[Please use the following format to prepare your response to this RFI]*

### **6.1 General Information**

Name of the institution:

Mailing address:

Telephone:

Fax:

e-mail:

Contact person:

Type of Institution (e.g. Public sector /Private sector, Proprietorship/Partnership/Private Limited/Public Limited):

Year of incorporation:

Type of registration or legal establishment:

### **6.2 Information on Financial and Managerial capability**

#### **6.2.1 Financial profile:**

Does your organization have:

- a) an accounting manual? Yes / No
  - b) a full-time finance manager and other accounting support staff(s)? Yes / No
  - c) a recent financial audit? Yes / No.
- If yes, please mention name of the auditor firm and date of last audit:
- d) a bank account? Yes / No. If yes, list name of the bank(s):

#### **6.2.2 Managerial profile:**

Does your organization have:

- a) a personnel policy manual and procedures manual? Yes / No
- b) a procurement policy manual? Yes / No
- c) a policy for conflict of interest? Yes / No
- d) a policy for property management? Yes / No

### **6.3 Information regarding Technical capability:**

6.3.1 Areas of technical concentration (list in order of priority with reference to the categories cited in the Section # 5.2 (a through h) of this RFI).

6.3.2 Staff strength. The number of full-time and part-time employees according to the following categories:

Technical  
Administration  
Other

6.3.3 Attach the brief resumes of three key technical staff members having experience in any of the categories cited in the Section # 5.2 (a through h) of this RFI.

6.3.4 List of research work conducted by the organization in the past two years that corresponds to categories cited in the Section # 5.2 (a through h) of this RFI. The response should include: Title of work, client, and date of work.

USAID may request copies of your work at a later date.

6.3.5 Policy work conducted by the organization in the past two years that corresponds to categories cited in the Section # 5.2 (a through h) of this RFI. The response should include: Title of work, client, and date of work.

USAID may request copies of your work at a later date.

6.3.6 Project monitoring/evaluation conducted by the organization in the past two years. The response should include: Title of work, client, and date of work.

USAID may request copies of your work at a later date.

6.3.7 Collaboration/Partnership with international organizations. If your organization has worked with organizations based outside of Bangladesh, please provide the following information:

a. Organizational information:

Name of the organization:  
Mailing address:  
Telephone:  
Fax:  
e-mail:  
Contact person:

Nature of collaboration:  
Period of collaboration:

b. Information on collaboration:

Title of the task(s):  
Purpose:

Indicative dollar amount spent to complete task:

Requirement of financial reporting: (Yes / No)

- c. List of publications co-authored with international organizations (within last two years):

#### 6.3.8 References:

Provide names of clients/partners with detailed address, e-mail and contact name, who can attest to your organization's performance.